

LAST REVISED DATE: 02/11/2015

General Information

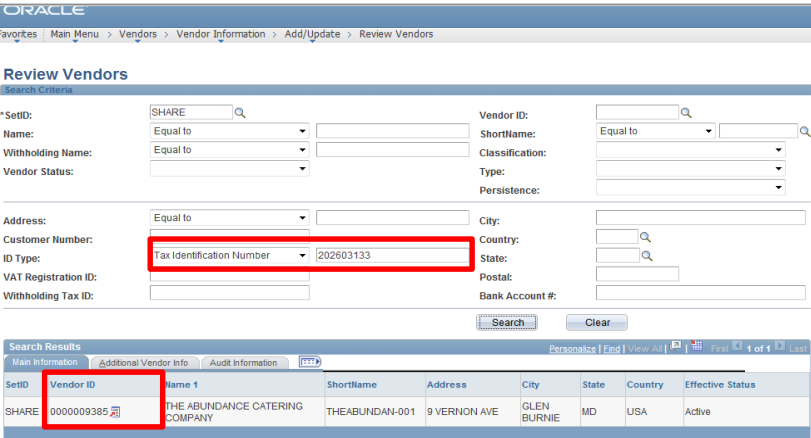
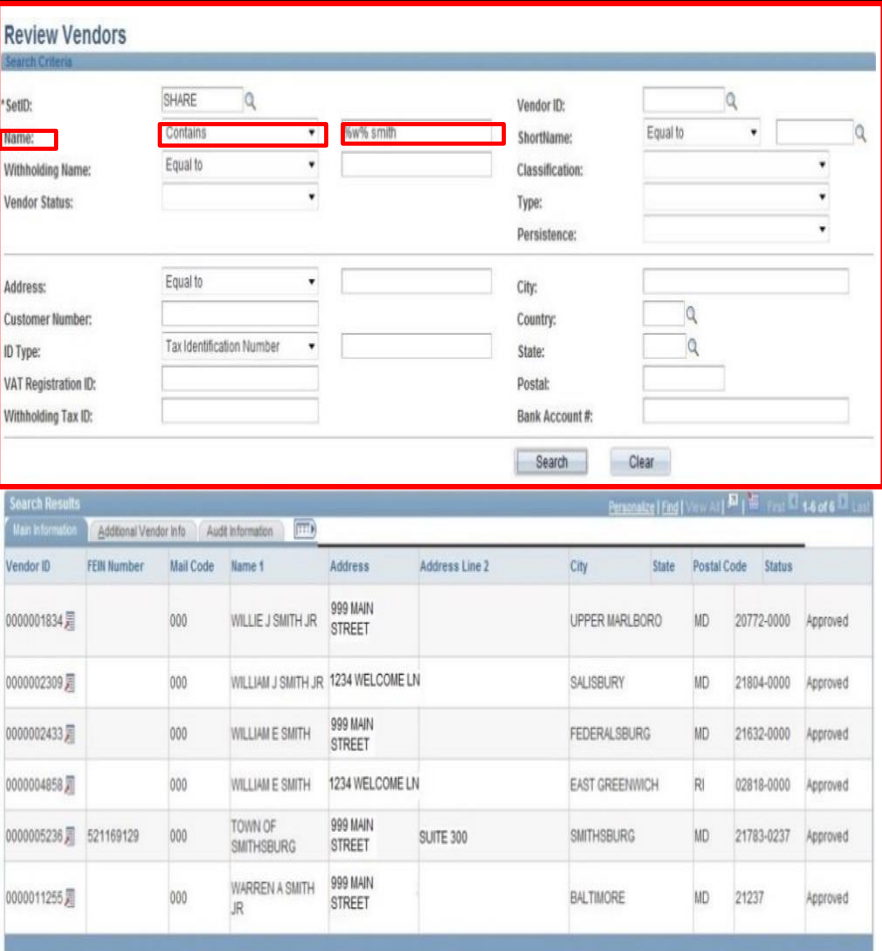
Task	Process Information
Looking Up Vendor Information in GEARS	<p>Search for a vendor(s) using the search criteria in GEARS to validate if a Vendor is in the system and review information relating to that vendor.</p> <p>This tip sheet will review the steps to looking up vendor information using the search criteria.</p> <p>Tip: Once you locate the Vendor ID, make a list of your most commonly used vendors so you can have that information on hand for future use, but remember, at times, vendor information does change.</p> <p>If the vendor has not been established in GEARS, you may need to complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website: http://mdcourts.gov/gears/forms.html</p>

GEARS Navigation


Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors	
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1.0 Process

This document is intended to provide a quick reference to looking up vendor information in GEARS.



STEP	ACTION	DETAILS
1a.	<p>On the <i>Review Vendors</i> page, search for a vendor by using the Vendor's Tax ID Number (TIN) or Social Security Number (SS#), if known, by using the dropdown option in the ID Type field.</p> <p>Note: The system will not display SS#'s for vendors in the search results.</p>	
1b.	<p>While searching by TIN/SS# is the preferred method, you can also search by other criteria.</p> <p>For example, to search by Vendor Name: Change the Name dropdown box to "Contains", then type the beginning of or a keyword associated with the vendor's name. By choosing "contains," your search will look for any record that contains the information you type.</p> <p>Tip: You can also use the %, which is a GEARS wildcard feature. As an example, if you are looking for William Smith, type "%w% smith" in the "Name" field to search for and find any vendor with the name "smith that has a "W" in either the first name or the middle name/initial.</p>	

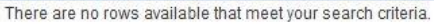
		Example Keyword	Example Vendor Name
		%W% Smith	William J Smith Jr
		Bond	Statewide Bail Bonds, Inc.
		Free	Free State Monitoring LLC
		Do: Select key words from the vendor name Pick unusual parts of vendor name Contact DBF if you do not see the vendor or address needed	Don't: Search for the entire vendor name Include "the", "and", "or", "other" Use words you know there will be a lot of (e.g., "inc")

2. Click the  button.

3. After clicking "Search," you will get a list of vendors that contain the criteria used.

Important: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:
<http://mdcourts.gov/gears/forms.html>


Note: If your search results return multiple rows that span multiple pages, click the  right and  left arrows to scroll through page(s).

If your search returned no results, the system will display the message:


At that time, you may try using different search criteria or if the Vendor does not exist in the system, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:
<http://mdcourts.gov/gears/forms.html>

Review Vendors


Search Criteria


*SetID: 

Name:

Withholding Name:

Vendor Status:

Vendor ID: 

ShortName: 

Classification:


Type:

Persistence:


Address:

City:

Customer Number:

Country: 

ID Type:

State: 



VAT Registration ID:

Postal:

Withholding Tax ID:

Bank Account #:

Search Results

Personalize | Find | View All |   Page 1 of 6

Vendor ID	FEN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Status
000001834		000	WILLIE J SMITH JR	999 MAIN STREET		UPPER MARLBORO	MD	20772-0000	Approved
000002309		000	WILLIAM J SMITH JR	1234 WELCOME LN		SALISBURY	MD	21804-0000	Approved
000002433		000	WILLIAM E SMITH	999 MAIN STREET		FEDERALSBURG	MD	21632-0000	Approved
000004858		000	WILLIAM E SMITH	1234 WELCOME LN		EAST GREENWICH	RI	02818-0000	Approved
000005236	521169129	000	TOWN OF SMITHSBURG	999 MAIN STREET	SUITE 300	SMITHSBURG	MD	21783-0237	Approved
000011255		000	WARREN A SMITH JR	999 MAIN STREET		BALTIMORE	MD	21237	Approved



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.